

**UNIVERSITY RECREATION
WASHINGTON STATE UNIVERSITY
GRADUATE ASSISTANT, OUTDOOR RECREATION**

POSITION OVERVIEW

This position is primarily responsible for the coordination, administration, and evaluation of a portion of the Outdoor Recreation Center programs, climbing wall and rental shop management. The Graduate Assistant will be responsible for the training, evaluation, and supervision of rental shop attendants and adventure facilitator staff.

DUTIES AND RESPONSIBILITIES:

- Manages the Outdoor Equipment Rental Shop on a business-like basis including product purchasing, product evaluation, rental pricing, and cash management procedures
- Develop and administer equipment inventory, replacement schedule, and repair schedule
- Organize, publicize, and coordinate annual Ski and Gear Swap and Spring Gear Swap
- Assist with hiring, supervision, training and evaluation of student staff for the Programs, Rental Shop, and Climbing Wall operations
- Assists with developing policies and procedures as well as implementing risk management procedures for all outdoor recreational activities offered by the program
- Assist with instruction and trip supervision of outdoor programs
- Serves on appropriate university committees as needed or as assigned
- Assist in developing program calendar for both Spring and Fall semester
- Organize, publicize and coordinate annual Bouldering competition at Outdoor Recreation Center Climbing Wall
- Assists with general /departmental University Recreation Programs

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience in use, maintenance, and purchasing of outdoor equipment
- Knowledge and experience in equipment rental procedures
- Knowledge and experience with PC computer applications such as spreadsheets, word processing, databases and email
- Knowledge and experience in training and supervision of employees.

ESSENTIAL WORK COMPETENCIES

- Ability to communicate effectively both orally and in writing with multiple constituents.
- Ability to interact with people in a positive manner.
- Ability to enforce necessary performance standards.
- Ability to identify and initiate work projects and function independently.
- Ability to think analytically and evaluate possible solutions.
- Ability to prioritize and arrange job assignments.
- Ability to be creative and innovative with new ideas and program

QUALIFICATIONS

Required Qualifications:

- Acceptance to WSU Graduate program
- Bachelor's degree in Outdoor Recreation/Education, Recreation, Experiential Education, Sport Management or related field.
- Experience in personnel training and supervision.
- Expert level skills in one or more types of outdoor recreational activities.
- Strong communication, organizational, and leadership/management skills.
- Ability to collaborate effectively as a member of a goal oriented team.
- Must be able to meet and maintain WSU and UREC Van Driver standards.
- Excellent customer service skills

Preferred Qualifications:

- Wilderness First Responder or Wilderness First Aid
- ACA , AMGA or AVY certifications
- Expert level skills in multiple types of outdoor recreational activities.

HOURS PER WEEK:

20 hours a week, weekends and evenings required.

LEARNING OUTCOMES OF EMPLOYMENT

At University Recreation we are committed to providing Graduate Assistants with an experience that will prepare them for a professional career. Graduate Assistants will be asked to assume a great deal of responsibility and perform as part of the professional staff. Through employment at University Recreation and professional development opportunities, Graduate Assistants will achieve the learning outcomes listed below.

Leadership

1. Demonstrate leadership in a professional setting
2. Produce effective communication and conflict resolution
3. Identify practical and efficient decision making methods

Well-being

1. Employ appropriate and professional interpersonal skills
2. Demonstrate effective time management
3. Identify the basic components to leading a healthy lifestyle

Cultural Competency

1. Evaluate personal strengths and weaknesses
2. Determine suitable behavior in a culturally diverse environment
3. Recognize individuals' potential and contributions within the community

STARTING DATE

August 1, 2009 (staff paid hourly at \$11.75/hour until August 15). Assistantship takes effect August 16, 2009.

COMPENSATION

Approximately \$12,735 (FY09) (.5 FTE) and includes waiver of tuition. Students will receive individual medical coverage as part of the assistantship. Nine month position (August 16 – May 15). Individuals must be a resident of Washington State during employment. Assistance for professional development opportunities is available.

APPLICATION PROCESS

Applications are due by December 12, 2008. Please mail or email resume, name and contact information of 2- 4 references, and letter of application to Jonathan Stahl, 250 Student Recreation Center, Pullman, Washington, 99164-1830 or jmstahl@wsu.edu.

ADMISSION REQUIREMENTS

Requirements include a baccalaureate degree or equivalent from an accredited college or university; acceptance by the WSU Graduate School, (a GPA of 3.0 or above, official transcripts, 3 letters of recommendation are required by the Graduate School). Visit www.gradschool.wsu.edu for more information. Applications to the Graduate School are due by January 10, 2009 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest. EEO/AA/ADA